

Job Searches and Applications: A Bibliography of Resources in the Wayne Community College (WCC) Library

Scope of the Bibliography:

You've just graduated from high school or college and it's time to look for a job. You've just decided that it's time to make a career change. You've been working in the private sector and have decided to seek a job with the Federal Government. You've just retired from a full-time career, but you'd like to continue working. You're leaving the military and seeking a new career in civilian life. If your situation is any of the above, you need a job search strategy. The WCC Library may have some resources available to help you develop and implement that job-hunting strategy.

Internet Resources lists Federal, state and local government websites, as well as sites such as www.monster.com which list available positions and usually have either downloadable application forms or online application forms.

The **Books** section is divided into two parts: **Searching for a Job** and **Applying for a Job**, and the Wayne Community College (WCC) Library call number is listed for each item. If a book Call Number begins with REFERENCE, the book is located in the Reference section of the WCC Library and maybe used and photocopied only within the Library.

If a search of the **WCC Library Online Public Access Catalog** (OPAC) shows that a book is already checked out, you may place a hold on the book by clicking on the **Place hold** link to the left of the screen beside the book title. You will then need to enter your WCC Library barcode in the "user id" box, and, in the "pickup at" box, choose **Wayne** from the drop-down menu. Finally, click the **Place hold** button and you will be notified when the book has been returned and is available for you to check out.

Audiovisual items owned by the WCC Library may be viewed in the WCC Library, or checked out for a week by WCC faculty. WCC faculty may request an educational copy of a videorecording be made in the WCC Educational Support Technology Department (Media) for use in classrooms.

The **Library of Congress Subject Headings** may be used to search various databases including other libraries' online catalogs, to find more materials in various formats to aid you in either searching for or applying for a job. To search by subject heading, choose the **Subject** search option and type the subject heading into the search box without any punctuation.

Internet Resources:

www.usajobs.com

USAJOBS is the official jobs site of the United States government.

www.afpc.randolph.af.mil

The Air Force Personnel Center at Randolph AFB is the jobs site of the United States Air Force.

www.sjafbsservices.com

The 4th Force Support Squadron's NAF Human Resources Office fills non-appropriated positions on Seymour Johnson AFB. A list of all non-appropriated positions is online with instructions on how to apply.

www.ncesc.com

The Employment Security Commission of North Carolina provides the NC Job Bank, a searchable database of jobs in North Carolina, as well as current information on scheduled job fairs, links to the web sites of major employers in North Carolina, and other valuable information resources for job seekers.

www.militaryhire.com

MilitaryHire.com is a veteran-developed site targeted for former military personnel making the transition to civilian careers.

www.monster.com

Monster is a leading online global jobs site with over 800,000 jobs and thousands of pages of career information and advice.

www.trianglejobs.com

TriangleJobs is the Triangle (Raleigh-Durham-Chapel Hill) region's largest database of local jobs.

www.newsargus.com/classifieds/help_wanted/index.shtml

The Help Wanted section of the Goldsboro News-Argus Classifieds is searchable online.

Books:

Searching for a Job

Bolles, Richard Nelson. *Job-Hunting for the So-Called Handicapped or People Who Have Disabilities*. 2nd ed. Berkeley, Calif.: Ten Speed Press, 2001. Call Number: HV1568.5 .B65 2001

Carvell, Linda P. *Career Opportunities in Library and Information Science*. New York: Ferguson, 2005. Call Number: Z682.35 .V62 C37 2005

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Cosby, Bill. *Congratulations! Now What?: A Book for Graduates*. New York: Hyperion, 1999. Call Number: PN6231 .J59 C67 1999

Farr, Michael. *The Very Quick Job Search: Get a Better Job in Half the Time!* 3rd ed. Indianapolis, Ind.: JIST Works, 2004. Call Number: HF5382.75 .U6 F37 2004

Fein, Richard. *95 Mistakes Job Seekers Make—And How to Avoid Them*. Manassas Park, Va.: Impact Publications, 2003. Call Number: HF5382.7 .F44 2003

Job Hunter's Sourcebook. Detroit, Mich.: Gale Research, 2005. Call Number: REFERENCE HF5382.75 .U6 J63 2005

Johnston, Tim, Laura Lorder and Perri Capell. *Diary of a Job Search: One Man's Journey from Unemployment to a New Career*. Berkeley, Calif.: Ten Speed Press, 2003. Call Number: HF5382.75 .U6 J64 2003

Jordan, Claudia. *10 Job Search Secrets: Smart Strategies to Land Your Dream Job*. Phoenix, Ariz.: Worklife Pub., 1998. Call Number: HF5382.7 .J67 1998

Krannich, Ronald L. and Caryl Rae Krannich. *Discover the Best Jobs for You*. 4th ed. Manassas Park, Va.: Impact, 2001. Call Number: HF5382 .K69 2001

Lordan, Kathleen M. *The Ex-Offender's Job Search Companion: Getting a Good Job Despite Your Record*. Lawrenceville, N.J.: Cambridge Educational, 2005. Call Number: HV9288 .E96 2005

Ryan, Daniel J. *Job Search Handbook for People with Disabilities*. Indianapolis, Ind.: Jist, 2000. Call Number: HV1568.5 .R93 2000

Sullivan, Rob. *Getting Your Foot in the Door: When you Don't Have a leg to Stand On*. Chicago: Contemporary Books, 2002. Call Number: HF5382.7 .S853 2002

Applying for a Job

Allen, Jeffrey G. *The Resume Makeover*. 2nd ed. New York: John Wiley, 2001. Call Number: HF5383 .A5633 2001

Beatty, Richard H. *The Interview Kit*. 3rd ed. Hoboken, N.J.: Wiley, 2003. Call Number: HF5549.5 .I6 B387 2003

Beatty, Richard H. *175 High-Impact Cover Letters*. 3rd ed. New York: J. Wiley and Sons, 2002. Call Number: HF5383 .B324 2002

Beatty, Richard H. *The Resume Kit*. 5th ed. Hoboken, N.J.: Wiley, 2003. Call Number: HF5383 .B33 2003

Block, Jay A. *2500 Keywords to Get You Hired*. New York: McGraw-Hill, 2003. Call Number: HF5383 .B5355 2003

**Job Searches and Applications: A Bibliography of Resources
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- DeLuca, Matthew J. *More Best Answers to the 201 Most Frequently Asked Interview Questions*. New York: McGraw-Hill, 2001. Call Number: HF5549.5 .I6 D45 2001
- Enelow, Wendy S. and Louise M. Kursmark. *Expert Resumes for Health Care Careers*. Indianapolis, Ind.: JIST Works, 2004. Call Number: R690 .E52 2004
- Fein, Richard. *101 Dynamite Questions to Ask at Your Job Interview*. Manassas Park, Va.: Impact, 2000. Call Number: HF5549.5 .I6 F45 2000
- Guide to Basic Resume Writing*. 2nd ed. Chicago, Ill.: VGM Career Books, 2004. Call Number: HF5383 .G727 2004
- Hamilton, Leslie. *WOW!: Resumes for High Tech Jobs*. New York: McGraw-Hill, 1999. Call Number: HF5383 .H253 1999
- Ireland, Susan. *The Complete Idiot's Guide to the Perfect Resume*. 3rd ed. Indianapolis, Ind.: Alpha, 2003. Call Number: HF5383 .I747 2003
- Kador, John. *201 Best Questions to ask on Your Interview*. New York: McGraw-Hill, 2002. Call Number: HF5549.5 .I6 K3 2002.
- Kennedy, Joyce Laine. *Job Interviews for Dummies*. 2nd ed. New York: Hungry Minds, 2000. Call Number: HF5549.5 .I6 K393 2000b
- Krannich, Ronald L. and Caryl Rae Krannich. *The Savvy Resume Writer: The Behavioral Advantages*. Manassas Park, Va.: Impact, 2000. Call Number: HF5383 .K7216 2000
- Martin, Carole. *Boost Your Interview IQ*. New York: McGraw-Hill, 2004. Call Number: H61.28 .M365 2004.
- McGraw-Hill's Big Red Book of Resumes*. Chicago, Ill.: McGraw-Hill, 2002. Call Number: HF5383 .M337 2002.
- Merhish, Ferris E. *7001 Resumes: The Job Search Workbook*. Bloomington, Ind.: 1st Books Library, 2001. Call Number: HF5383 .M47 2001
- Newlen, Robert R. *Resume Writing and Interviewing Techniques that Work: A How-To-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006. Call Number: REFERENCE Z682.35 .V62 N49 2006
- Nickart, Janet. *Successful Resumes Made E-Z*. 2nd ed. Deerfield Beach, Fla.: Made E-Z Products, 2002. Call Number: HF5383 .N53 2002
- Noble, David F. *Gallery of Best Resumes for People Without a Four-Year Degree*. 3rd ed. Indianapolis, Ind.: JIST Works, 2005. Call Number: HF5383 .N622 2005
- Real-Resumes for Career Changers*. Ed. by Anne McKinney. Fayetteville, N.C.: Prep Pub., 2000. Call Number: HF5383 .R3957 2000

**Job Searches and Applications: A Bibliography of Resources
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Real-Resumes for Human Resources & Personnel Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries. Ed. by Anne McKinney. Fayetteville, N.C.: Prep Pub., 2002. Call Number: HF5383 .R39586 2002

Real-Resumes for Police, Law Enforcement and Security Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries. Ed. by Anne McKinney. Fayetteville, N.C.: Prep Pub., 2002. Call Number: HF5383 .R39588 2002

Resumes for Computer Careers. Chicago: VGM Career Books, 2002. Call Number: HF5383 .R435 2002

Resumes for Health and Medical Careers: With Sample Cover Letters. 3rd ed. Chicago, Ill.: VGM Career Books, 2004. Call Number: R690 .R48 2004

Resumes for Nursing Careers. 3rd ed. New York: McGraw-Hill, 2007. Call Number; RT86.7 .R45 2007

Resumes for the 50+ Job Hunter: With Sample Cover Letters. 2nd ed. Chicago, Ill.: VGM Career Books, 2003. Call Number: HF5383 .R453 2002

Stein, Marky. *Fearless Interviewing: How to Win the Job by Communicating With Confidence.* New York: McGraw-Hill, 2003. Call Number: HF5549.3 .I6 S728 2003

Toropov, Brandon. *Last Minute Cover Letters.* Franklin Lakes, N.J.: Career Press, 1998. Call Number: HF5383 .T666 1998

Toropov, Brandon. *Last Minute Resumes.* Franklin Lakes, N.J.: Career Press, 1998. Call Number: HF5383 .T67 1998

Troutman, Kathryn K. *Ten Steps to a Federal Job: Navigating the Federal Job System, Writing Federal Resumes, KSAs and Cover Letters with a Mission.* S.l.: The Resume Place, 2002. Call Number: JK716 .T75 2002

Audiovisuals:

Farr, J. Michael. *Putting the Bars Behind You: A Guide to Job Interviewing for the Ex-Offender.* Rev. ed. Indianapolis, Ind.: JIST Works, 1999. 1 VHS (24 min.) Call Number: HV9288 .P88 1999

Finding a Job When Your Past is not so Hot. Vancouver, Wash.: Princess Co., 1998. 1 DVD (ca. 19 min.) Call Number: HF 5382.7 .F564 1998

Finding Employment: The First Step for the Ex-Offender to Making it on the Outside. Indianapolis, Ind.: Najor Educational Publishing, 2002. 1 VHS (30 min.) Call Number: HV9288 .F56 2002

Interview Performance. Victoria, Australia: VEA; New York: Dist. by Insight Media, 2006. 1 DVD (26 min.) Call Number: HF5383 .I68 2006

**Job Searches and Applications: A Bibliography of Resources
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Make a Good First Impression. Indianapolis, Ind.: JIST, 2004. 1 DVD (29 min.) Call Number: HF5549.5 .I6 M35 2002

Powerful Resumes. Victoria, Australia: VEA, 2006. 1 DVD (26 min.) Call Number: HF5383 .P69 2006

Stanfield, James, Susan Gardner and Lisa Matulonis. *First Job Survival Skills: Surviving the First 90 Days.* Santa Barbara, Calif.: Stanfield Pub., 2001. 6 DVDs. Call Number: HF5381.I5 .F57 2001

Sutherland, Paul. *10 Things Not To Do in an Interview.* Victoria, Australia: Video Education Australasia. 1 DVD (ca. 25 min.) Call Number: HF5549.5 .I6 A13 2006

Wilson, Nancy Rabuck. *Interview Success: Landing the Job.* Huntsville, Tex.: Educational Video Network, 1999. 1 VHS (14 min.) Call Number: HF5549.5 .I6 I63 1999

Library of Congress Subject Headings:

Career changes.

Civil service positions. United States.

Cover letters.

Job hunting.

Job vacancies.

New business enterprises. United States. Management.

Occupations.

Resumes (Employment).

Retired military personnel. Employment.

Retirees. Employment.

Self-employed. United States

Veterans. Employment.

Women. Employment.